

## **Fiscal Year 2008 Civilian Appropriations Information Office of Senator Bill Nelson**

**Deadline for completed request forms: THURSDAY, March 1st**

I look forward to working with you to ensure that Florida's priorities are well represented and adequately funded in the Fiscal Year 2008 appropriations bills, and appreciate your efforts to complete this form. In a change from previous years, the request form must be submitted directly through my website and has an additional feature which will allow you to print a copy of the completed form.

**Please note: Congress is expected to finalize legislation reforming the appropriations process by calling for increased transparency and disclosure. When this occurs, additional information may be required for all requests.**

This form is for projects that may be funded in any of the 9 civilian appropriations bills which are typically earmarked:

- 1. Agriculture and Rural Development**
- 2. Homeland Security (historically no earmarks)**
- 3. Commerce-Justice-Science**
- 4. Energy and Water**
- 5. State and Foreign Operations**
- 6. Interior and Environment**
- 7. Labor-HHS-Education**
- 8. Transportation and Housing and Urban Development**
- 9. Financial Services and General Government**

Projects that may receive funding from the Department of Defense and Military Construction Appropriations bills will require a different form, which is also available on this website. In keeping with congressional custom, I do not usually request earmarks in either the District of Columbia or Legislative Branch appropriations bills.

### **Questions and Assistance**

Contact my office at (202) 224-5274, ask for Susie Perez Quinn.

### **Completing the Form**

Please **complete** a separate form for each project for which you are requesting federal funding. **The form cannot be submitted without required fields such as the name of the organization requesting funds.**

The top section is fairly self-explanatory. "Project" is your name for the project, or the name by which you want the project specifically identified. This may be the name by which the funding agency also knows the project. The second section is the most important part of the form. Accurate and complete information provided here ensures that if additional funding is provided, it goes into the correct account for the correct purposes.

**Requested Appropriations Bill:** Bill (listed above) which funds the federal agency with responsibility for the account from which you are requesting assistance.

**Requested Account in Bill:** Generally, Congress provides appropriations in lump-sum amounts by grouping related activities together, which are referred to as *accounts*.

**Total Amount of Federal Funding Requested for Fiscal Year 2008:** How much federal funding you are requesting in \$.

**Is this included in the President's Budget Request?**

**Anticipated Future Funding Requests:** Is this a one-year or multi-year project? If you anticipate funding requests in future years, how much will you request? If no, put in 0.

**Local and State Funding Sources and Amounts:** How much, if any, local and/or state cost-sharing does the project have?

**Other Federal Funding Sources and Amounts:** List any federal grants, awards, or dedicated funding the project receives. Include with whom are you working, or from whom have you requested additional funding for your program or project.

**Project Funding History:** Indicate how much support you have received for each of the last four years ONLY for your program/project. Leave blank if this is the first year of your request. If you received a congressional earmark in any of these years, enter the amount in whole dollars (i.e. \$3,000,000 not \$3,000K) in the appropriate column(s). For any year you received an appropriation, complete all columns for that year, indicating zero if funding was not provided.

**Federal agency advocate:** If possible, provide contact information for a federal agency contact who oversees/administers the project.

**State agency advocate:** Provide contact information for a state agency contact who oversees/administers the project.

**Purpose of and Justification for Funding:**

**Any form submitted without including a “purpose and justification for Federal funding” will be considered incomplete and will not be accepted.**

This is your articulation of a justification for additional funding for the program or project. This could be as simple as “expanding services” or “providing technical assistance” or as complex as making a case for funding a new program or project for which there is nothing requested in the budget.

**How you would like this project described in the bill:** Requests are often accompanied by Report or Bill language that specifically lays out for the federal agency the purpose of additional or earmarked funds in the authorization or appropriation. For example, “...an additional \$300,000 is provided only for the establishment of a high tech training center...” This may be necessary for clarification (typically found in Report Language) or direction (typically found in Bill Language and has the force of law).

## **Saving, and Submitting the Form**

While additional background materials are very helpful to me, I would appreciate it if you would limit supporting documents to ten pages or less.

1. If you are unsure about questions on the form, such as what bill to request funding in, please type in “don’t know” or “uncertain.”
2. After completing the form, PRINT a copy for your records *before* pressing the “submit information” button by pressing the “print form” button. A message will appear on the screen after you have submitted your request acknowledging its receipt and the form will be cleared of all information.
3. If you would like to save an electronic copy of the form, copy and paste the completed form into a word document *before* pressing the “submit information” button OR click on “file” and save a copy.
4. Email any additional materials to [civilian\\_appropriations@billnelson.senate.gov](mailto:civilian_appropriations@billnelson.senate.gov)

## **Fiscal Year 2008 Appropriations Timeline**

### **January-Early February 2007**

Visit <http://www.billnelson.senate.gov/> to download my request form, which is listed under the “Constituent Services” section. I also encourage you to contact Senator Mel Martinez and your Representative in the House regarding their appropriations request process.

### **March 1, 2007**

Deadline to return completed forms via the website. Submit additional supporting documents via e-mail to [civilian\\_appropriations@billnelson.senate.gov](mailto:civilian_appropriations@billnelson.senate.gov)

### **March-April, 2007**

I review your projects, and express my support for many of these projects directly to the Senate Appropriations Committee.

### **Summer 2007**

The House and Senate Appropriations Subcommittees write their bills. My office works with the staff of those subcommittees to ensure inclusion of projects requested by municipalities, universities, nonprofit organizations, and agencies in Florida.

### **Fall to Winter 2007**

Appropriations bills are considered by the Appropriations Committee, and later, by the full Senate. These bills, which will include many projects that have been requested by Florida organizations, are reconciled with their House versions and are signed into law.

## Frequently Asked Questions

### ***What is the due date for submitting these forms?***

March 1, 2007. I base my deadline for receipt of civilian appropriations forms on the deadlines given to me by the Appropriations Subcommittee Chairs. The March 1<sup>st</sup> deadline allows sufficient time to review your requests prior to the late March and early April timeframe for the Senator's submission of request letters and forms to the Subcommittees. I am happy to continue to meet and accept additional documentation through mid-March, but it is important that I have your forms by March 1<sup>st</sup>. *Please be aware that defense requests may have a different deadline.*

### ***How do I find out the status of my funding request?***

You are welcome to contact my office throughout the year to determine the status of the appropriations bills in general, or you may visit <http://thomas.loc.gov> for easy access to this information (listed under "Appropriations").

### ***Should I come to Washington, DC to discuss my funding request?***

It is not necessary to come to my Washington office to discuss your funding request. I would be happy to discuss your projects by phone – including via conference calls – and encourage you to call me to review your project. If you'd like to schedule a time to meet with staff, these meetings are most beneficial when they take place by mid-March. Unfortunately, I am unable to accompany you to meetings with Appropriations Subcommittee staff.